



101 Front Street  
Indianola, MS 38751

[www.indianolams.gov](http://www.indianolams.gov)

Offices 662-887-3101  
Fax 662-887-6009

### **Part time Accounting Assistant**

#### **Job Duties:**

- Performs daily cashiering responsibilities and ensures successful and accurate posting of cash entries to accounting systems.
- Ensures the daily revenue posts successfully, corrects errors as needed. Prepares miscellaneous revenue entries for posting and also prepares journal entries.
- Accounting Assistant will work under the direction of the City Clerk and perform any duties given by clerk.

#### **Education / Experience Requirements:**

- Bachelor degree in Accounting or related field preferred
- Minimum of 2 – 3 years' experience general accounting assistant duties
- Experienced in accounting software and computer operations